

EMPLOYMENT VERIFICATION

The employer may submit a statement, on **company letterhead**, for verification.
The statement must include:

- 1) The name of the individual receiving the income
- 2) The gross amount received
- 3) The frequency received (i.e. weekly, every two-weeks, monthly)
- 4) The most recent date the income was received.

A sample letter could be written as follows:

This statement is to confirm that _____ received the
NAME OF EMPLOYEE
following amount of gross income before deductions for taxes, social security
insurance, etc. \$ _____.

☐ Weekly ☐ Every two-weeks ☐ Monthly ☐ Other

State the date of the paycheck listed above _____.

Signature of Employer/Title

Date

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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